

May 12, 2003

PROCUREMENT CIRCULAR NO. 2002-04, Amendment 1

TO: All Executive Departments  
(Except DOE & OHA)

FROM: Aaron S. Fujioka  
Chief Procurement Officer

SUBJECT: Request for Procurement Services (Goods and Services)  
SPO Form-18

This amendment issues revised SPO Form-18 (rev. 4/03) for immediate use.

Effective immediately, the attached SPO Form-18 (Rev. 4/03), Request for Procurement Services (Goods and Services), shall be used when requesting SPO's assistance in soliciting bids or proposals.

Your cooperation in completing the form as completely and accurately as possible is requested. Please do not hesitate contacting me at 587-4700, or Robert Govers at 586-0554, if you have any concerns regarding this matter, or have your staff contact Doris Lee at 586-0555 for assistance in completing the form or for any questions on requesting procurement services.

DL:sk

Attachment

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE  
REQUEST FOR PROCUREMENT SERVICES  
GOODS AND SERVICES**

TO: Administrator, State Procurement Office (SPO)

FROM: \_\_\_\_\_  
(Department/Division/Agency)

If you have any questions or need assistance in completing this form, contact Doris Lee at (808) 586-0555. The current version of all SPO forms and the Hawaii Administrative Rules on the public procurement code are available at the SPO website: <http://www.spo.hawaii.gov>.

In submitting this form, the department is requesting SPO's services to issue Invitation for Bids or Request for Proposals.

**Check (✓) one:**

1. ☐ **Limited delegation of procurement authority to the SPO Procurement Officer is granted** for procurement of goods and services by competitive sealed bids or proposals in excess of the small purchase limit, includes:
1. Preparation of the invitation for bids or request for proposals document (solicitation), incorporating the specifications or scope of work provided by the department.
  2. Advertisement and issuance of the solicitation.
  3. Receipt and evaluation of bids or proposals.
  4. Award and execution of contract.
  5. Administration of the contract, with the exception of the day-to-day operational aspect of the contract managed by departmental personnel.
  6. Resolution of any protest (§103D-701, HRS) or contract controversies (§103D-703, HRS).
2. ☐ **Procurement authority is NOT delegated to the SPO Procurement Officer:**
1. SPO's assistance is limited to the preparation of all documents for department or agency's signature, including but not limited to the solicitation, contract, and any other resultant documents.
  2. Protests and contract controversies shall be the responsibility of the department or agency, however, SPO will be available to assist in these matters.

**Brief description of goods or services (attach specifications/scope of work/special provisions unique to the work):**

Are specifications restrictive, i.e., brand name specific? (reference §3-122-13(b)(3), HAR) ☐ Yes\* ☐ No

**\*Complete and attach SPO Form-14, Request for Restrictive Specifications.**

**Proposed method of source selection:**

- ☐ Competitive sealed bids (Invitation for Bids (IFB); reference subchapter 5, chapter 3-122, HAR)
- ☐ Competitive sealed proposals (Request for Proposals (RFP); reference subchapter 6, chapter 3-122, HAR)
- Check (✓) one:**
- ☐ Chapter 3-122, HAR Exhibit A # \_\_\_\_\_ (enter the number of the procurement that was approved for competitive sealed proposals, reference §3-122-45, HAR).
- ☐ Justification for RFP (reference §3-122-43, HAR). **Provide justification in the space below.**

**Estimated Cost:** \$ \_\_\_\_\_ **Fiscal Year:** \_\_\_\_\_

Funding: ☐ General ☐ Special ☐ Federal: \_\_\_\_\_ 100% \_\_\_\_\_ Partial

Encumbrance (reference subchapter 12, chapter 3-122, HAR): ☐ Yes Quarter: \_\_\_\_\_ ☐ No

**Bonding:** The following bond(s) are requested (reference subchapter 24, chapter 3-122, HAR):

☐ None ☐ Bid bond ☐ Contract performance bond ☐ Contract payment bond

Justification for chief procurement officer's approval (reference §3-122-223(a)(3), HAR, for bid bond; §3-122-224(a)(3), HAR, for contract performance and payment bonds). **Provide justification in the space below.**

**Proposed term of contract, if applicable:** From: \_\_\_\_\_ To: \_\_\_\_\_ \*

Extension periods: How many? \_\_\_\_\_ Length of each extension period \_\_\_\_\_

\*If proposed contract period is multi-term (reference §3-122-149, HAR). **Provide justification in the space below.**

**Information on agency personnel assigned to work with SPO purchasing specialist on this request:**

Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

E-mail address \_\_\_\_\_

**If different from above, information on agency personnel to be named as Contract Administrator in the contract document:**

Name \_\_\_\_\_

Telephone number: \_\_\_\_\_ FAX number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Attachments:**

1. ☐ Specifications (description of goods or services).
2. ☐ SPO Form-14, Request for Restrictive Specifications
3. ☐ Scope of work (RFP).
4. ☐ Special provisions unique to the work.
5. ☐ Other(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature** \_\_\_\_\_  
Department Head

**Date:** \_\_\_\_\_

**FOR SPO USE ONLY:****Administrator's Comments:**

☐ SPO is unable to provide the procurement service requested.

☐ SPO will provide requested assistance under the following conditions, if listed:

**Purchasing Specialist assigned to this request is:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone number: \_\_\_\_\_

FAX: \_\_\_\_\_

If any questions, call me at 587-4700 or Robert Governs at 586-0554, or have your staff contact Doris Lee at 586-0555.

\_\_\_\_\_  
Aaron S. Fujioka, Administrator  
State Procurement Office